



Job Opportunity Bulletin

Office Assistant (T)

(Pending Hiring Freeze Exemption)

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| Tenure/Timebase: | Permanent/Full Time |
| Work Hours: | 8:00 am – 5:00 pm |
| Office/Location: | California Commission on Teacher Credentialing Certification, Assignments & Waivers Division 1900 Capitol Avenue Sacramento, CA 95814-4213 |
| Salary: | \$2003 - \$2641/month |
| Final Filing Date: | July 1, 2004 or until filled |
| Contact: | Diane Lepley (916) 322-0038 |

DUTIES:

Under the supervision of an Office Services Supervisor II, in the Certification Support Section, the incumbent is responsible for the following:

- Enter data into computer system and ensure payments in each batch balances.
- Responsible for daily banking and producing the daily report, general ledger and monthly banking reports on a rotational basis.
- Process reject letters to applicants with fingerprint problems.
- Prepare and send follow-up letters weekly to the Department of Justice on pending applications.
- Other related duties as required.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Ability to work independently with minimal supervision
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Excellent interpersonal skills

SPECIAL REQUIREMENT:

- Ability to type 40 wpm

WHO MAY APPLY:

Applications will be accepted from individuals at the Office Assistant level, those within transfer range, or individuals with list eligibility. The appointment is subject to the State Restriction of Appointment (SROA) and State Hiring Freeze procedures.

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Diane Lepley. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 04-057 on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

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| The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. |
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